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TO Career and Technical Education Administrators
Instructional Management Coordinators

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CTE AND EVAAS VERIFICATION ROSTERS

Numerous questions have come forward concerning EVAAS, as local LEAs are in the current process of verifying EVAAS rosters. Local training should have taken place prior to the roster verification process. Teachers may access general information on DPI's Teacher Effectiveness Model web site <http://www.ncpublicschools.org/effectiveness-model/>, or they may access live webinars and videos on DPI's EVAAS web site <https://ncdpi.sas.com/>. Both sites provide an abundance of information for educators wanting to know more about the Teacher Effectiveness Model and the Roster Verification process.

General Guidance for Verifying Rosters

Currently, the class rosters in EVAAS are generated by enrollment information from NCWISE (*NCWISE will soon transition to PowerSchool starting with the 2013-2014 academic year*). Courses in field test or pilot status will not be used in the teacher effectiveness model. During this academic year (2012-2013), middle school, virtual public school, credit recovery, and courses without state post-assessments will not be counted in this model. Students eligible for an alternate assessment also will not count toward the model, as they do not have access to a secure state post-assessment. Additionally, for 2012-2013 academic year, NCCER and PLTW course data will be used to set future targets, but will not be part of EVAAS reporting. Teachers who are missing rosters for courses that should be included can easily add them in EVAAS. Teachers who see rosters from courses that are not part of the model for 2012-2013 can ignore the roster.

Three Roster Scenarios:

1. **All courses and all students are in roster**—teachers will verify and save.
2. **Partial Roster (all courses but no students or incomplete list of students)**—teachers must add students using the district search, and then verify and save.
3. **No Roster (No courses, no students)**—teachers will have to create roster, create course, add students using the district search, and then verify and save. If teachers are unable to do this, they should contact their supervising administrator first. It is possible that the *administrator* will need to contact Curtis Sonneman at (919) 807-3806 to correct the problem.

CAREER AND TECHNICAL EDUCATION DIVISION

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If students are taking a course(s) at schools or locations other than their home schools, they should be *crossed enrolled* in NCWISE and must not be un-enrolled when the course is complete. If this has not been done correctly, the administrator will need to contact Curtis Sonneman at (919) 807-3806 for assistance.

Understanding the Instructional Responsibility on the Roster

Instructional Availability: *this represents the percentage of the course that the student and teacher were “paired.” In other words, this would be when the student came into the class.*

The EVAAS model automatically kicks out students who have been in “school enrollment” less than 70% of the term. However, to be safe, teachers should indicate the actual percent of time “enrolled in class” via the roster verification for any students who enter the course after the beginning of the term.

Example(s)

- Student is withdrawn from School A and transfers to School B within the same LEA
- Student is withdrawn from community college and placed in a CTE course

Best Practice: Teachers should keep record of all students that were not enrolled in the class 100% and indicate the correct % in the instructional availability field.

Your % of Instruction: *this represents the percentage of the teacher’s responsibility for student mastery of objectives in the course within the given course period. For most of our students it would be 100%.*

Example(s)

- Co-teaching (Teachers share the percent 50%/50%)
- Teacher/EC Teacher (*only if EC teacher is providing instruction*) (% will vary depending on the amount each is instructing. The % together cannot exceed 100%)

Special Note: Having an EC aide doesn’t change the responsibility.

Please contact one of us if you have any questions as to whether a CTE course is or is not included in the EVAAS model. However, all other questions should be addressed through your local administrator.

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c: Felicia Gray-Watson, Section Chief
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